

TRAFFIC MAINTENANCE WORKER

GRADE: 3 STEP PROGRESSION: 1-12

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Traffic Maintenance Worker position involves semi-skilled to skilled work in painting, sign shop maintenance and other similar tasks related to maintaining proper traffic and other working street signage. The work has considerable physical demands and the working conditions can be somewhat disagreeable. The work is reviewed upon completion for adherence to prescribed standards and procedures by the Crew Supervisor.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Performs a variety of tasks as necessary including but not limited to the following:
- Builds and fabricates from basic materials to finished product, a variety of signs including design layout according to qualifications for size, shape, color, font, use of computer form for cutting materials, use of vacuum heat applicator.
- Repairs and erects signs, cleans graffiti off signs.
- Measures and marks roads and parking lots etc. with appropriate materials including staymark materials, paint, tape etc. in the form of center lines, parking spaces, lane marks, arrows, legends, crosswalks, etc.
- Measures, installs, erects, repairs, etc. a variety of signs, sign posts, etc. using a variety of equipment and tools.

- Assumes proper inventory of all materials and maintenance of equipment and safety of operations.
- Performs all installation, signs, markings, etc. in accordance with all applicable Federal, State and local laws, rules, requirements etc.
- Performs a variety of related work such as trimming of trees, bushes, shrubs, etc. for sight distance of signs, maintaining log of installations and repairs, lettering, and logos to equipment and tools, etc.
- Assists with concrete and asphalt repair as required; constructing concrete tops for catch basins; grass cutting, crack sealing; sandblasting; painting; leaf collecting; grade-all, loader and other equipment operation; repairs catch basins, storm drains, etc.; maintains streams, banks, etc.
- Maintains services, cleans and repairs all equipment as required.
- Takes action on work orders, requisitions, memos and letters.
- Prepares incident reports as necessary.
- Explains City policy rules and procedures to citizens.
- Lays out plans, purchases supplies, and sets up equipment for sign-marking projects.
- Manufactures reflectionized signs with a vacuum applicator; uses computers to fabricate signs in accordance with Federal, State and local laws.
- May act as Crew supervisor in his/her absence.
- Performs all duties in a safe and healthful manner.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a minimum of high school and considerable experience in work which provides a familiarity with the related duties specific to traffic maintenance. Possession of, or ability to obtain, motor vehicle class CDL operator's license as issued by the Maryland Department of Motor Vehicles (or applicant's state of residence) within 30 days of employment.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the repair and operation of sign making and marking equipment.
- Considerable knowledge of the geography, street locations and numbering system of the City.
- Knowledge of the safety practices inherent in the operation of electrical, mechanical, and light and heavy maintenance equipment.
- Working knowledge of the methods, materials and their properties, tools and practices used in sign making and traffic marking.
- Knowledge of general plumbing and sanitation practices.

- Ability to use a computer in the fabrication of signs to specifications in accordance with Federal, State and local laws.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to understand and follow oral and written instructions from work orders, sketches, drawings and blueprints.
- Ability to diagnose defects and determine materials and labor needs for repair jobs.
- Ability to deal courteously, tactfully and calmly with individuals making a wide variety of requests and inquiries often being of emergency nature, and to distinguish between true emergencies and routine service requests.
- Ability to perform work in a safe and healthful manner.
- Sufficient physical strength and ability to do strenuous and heavy manual work for long periods of time and to work safely while exposed to dust, blowing sand, noise, heat, cold and chemical/exhaust fumes.

Revised: 9/04